

## **INTERIM REPORTING REQUIREMENTS ON EXTENDED GRANTS**

As a condition of the grant extension on your NEA Partnership Agreement grant **you must submit an interim descriptive report at the time the original final descriptive report (FDR) would have been due.** The interim data allow us to keep our state/regional grant database current and respond to Congressional and media inquiries with more complete and up-to-date facts while enabling us to approve your request for additional time.

The FDR consists of three parts: Statistical Information, an Addendum on Public Participation, and Challenge America Descriptive Reporting. **Interim reporting is needed for Part I: Statistical, and Part III: Challenge America.**

**For Part I: Statistical**, i.e., the computer listing of your activities in National Standard format, the interim report should *include all of the fields for which you have data* at the time the interim report is due. The *share field information is critical* because it allows us to document the reach of Federal funds. *In addition, you must answer the five questions on the next page about the status of the data on which you are reporting* (from the Interim Reporting Requirement page of the Partnership Agreement Reporting Requirements). **For Part III: Challenge America Descriptive Report.** The narrative should respond to the questions posed in the Final Descriptive Report Instructions on our web site.

**STEP 1:** Document the contents of your report thoroughly as per NASAA's annual memo on this subject. **Send the following to NASAA:** (1) a diskette with an ASCII dump of your Statistical information, (2) a Totals Page, (3) printed records of your Details Pages (if submitting paper, or a Data Sequence Form if utilizing the Technology Option) and (4) answers to the five questions (on the next page) about the status of your data. Send to:

Kelly Liu  
National Assembly of State Arts Agencies  
1029 Vermont Avenue NW 2<sup>nd</sup> Floor  
Washington, DC 20005  
Phone: 202/347-6352 Email: [kliu@nasaa-arts.org](mailto:kliu@nasaa-arts.org)

**STEP 2:** Complete the grant number and signature block below and **fax this sheet and the answers** to the five questions attached to:

Andi Mathis  
State & Regional  
National Endowment for the Arts  
Phone: 202/682-5430 Fax: 202/682-5613

*The interim descriptive report for the Partnership Agreement grant 0 \_ - 6 1 0 0 – 2 \_ \_ \_ (please complete 10-digit grant number) has been completed and sent to NASAA at the above address.*

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Agency: \_\_\_\_\_

## **INTERIM REPORTING REQUIREMENTS ON EXTENDED GRANTS (cont.)**

In order to measure performance in accordance with the Government Performance and results Act, the Arts Endowment needs extensive and timely information on activities supported by its state and regional partners. Fortunately, the National Standard Final Descriptive reporting fields cover much of the information that is currently needed. However, frequent delays in reporting, due to grant period extensions and reporting deadline extensions, have often made it impossible to get the information when needed. By the time the Arts Endowment is able to provide a complete picture of activities supported in all states, the information may be three or four years old. Such outdated information is not adequate to meet new requirements.

To address this problem while continuing to remain responsive to requests for grant period extensions, State Partnership Agreement awards will be subject to the following reporting policy:

- A An agency that receives a grant period extension or an extension of its final report deadline will be required to submit an interim report no later than 90 days after the original end date of the grant. The interim report must include all available National Standard data on activities supported under the grant. On activities for which grants have been awarded, but not completed, agencies should provide information from fields 1-13, 17-21, and 25-29 (from the list of reporting conventions).
- B An agency submitting an Interim Report must respond to the following questions:
  - 1. What percentage of your total agency program budget (Federal and non-Federal funds) is covered by this Interim Report? This percentage should include all grants for which awards have been made. (This question refers to percent of dollars.)
  - 2. What percentage of this total is Federal?
  - 3. Of the total number of grants and funded activities to be included in your FDR, what percentage does this report contain? (This question refers to percent of grant(s) activity.)
  - 4. How many of the grants and funded activities reported in #3, above, include Federal dollars?
  - 5. Are there any categories for which data are not yet available and are excluded from this report?

Endowment grants will not be awarded to State Arts Agencies that are delinquent with respect to this interim reporting requirement. Your understanding and cooperation are greatly appreciated.